



## CITY OF ROSENBERG VOLUNTEER POSITION DESCRIPTION



**VOLUNTEER OPPORTUNITY:** Office Assistant  
**Department:** Animal Control  
**Location:** 1207 Blume Road, Rosenberg, TX 77471

### **ESSENTIAL JOB FUNCTIONS:**

- Answer telephones and takes messages.
- Show animals for adoption.
- Follow-up on adoption contracts.
- Data entry and filing.
- Tolerate diverse weather conditions when working outside in kennels or with animals.

### **ADDITIONAL FUNCTIONS OF THE JOB:**

- Perform other job-related functions as assigned.

### **Qualifications:**

- Must be able to operate office machines, including personal computers and related software, photocopiers, and scanners, as well as accurately record and transmit information. Demonstrate phone professionalism and courtesy with the public when gathering or communicating information, when necessary.

### **Skills and Abilities:**

- Work with extensive detail for sustained periods, while maintaining a high degree of accuracy.
- Ability to read, write and communicate effectively in person or by telephone with the public, and accurately transmit and record information.
- Tolerate restricted work space in office area shared with two Animal Control Officers.

### **Physical and Mental Demands:**

- *Standing/Walking/Sitting:* While waiting on customers; loading forms and paper onto printer; using copy machines; standing or walking on carpet and tile; outdoors the conditions are gravel, dirt, asphalt, concrete. Stability is important for walking on wet concrete when hosing down kennel area. Sitting while doing all deskwork.
- *Reaching/Handling/Fine Dexterity:* When reaching for files, answering the phone, obtaining printouts from computer, storing and retrieving office supplies. Operating computer, calculator, typewriter, copy machine, fax machine, scanner. Reaching into the back of the cage to retrieve animals; arms length; occasional reaching overhead to retrieve animals from overhead cages.
- *Pushing/Pulling:* Pushing and pulling file cabinet drawers (1-5 lb. pull). Pulling to get animals out of the cage – animals can weigh over 50 pounds.
- *Vision:* Required when typing; working on computer and other equipment.
- *Kneeling/Crouching/Crawling/Bending/Twisting:* Obtaining files from lower file drawers and shelves; storing and obtaining office supplies from lower shelves. Frequent pick up of animals; feed and water animals; clean lower cages; pick up dog and cat food and litter; put tags on animals; leash animals that resist.
- *Climbing/Balancing:* Lifting of some animals.
- *Hearing/Talking:* Required for taking calls and communicating with the public.
- *Lifting/Carrying:* May have to carry computer paper, copy paper, binders, manuals, office supplies; occasional lifting of dog food, cat food, and litter.

**Requirements:**

- Minimum age: 18
- Time Commitment: Regular weekly – Negotiable

**Training:**

All necessary training will be provided as needed.

**Environmental Conditions:**

Combination of office environment and outdoors with the animals.

**How To Apply:**

Complete a Volunteer Application Form and Consent form to Conduct a Criminal History Check – Visit the City's web site: [www.ci.rosenberg.tx.us](http://www.ci.rosenberg.tx.us) – or contact Volunteer Coordinator, City of Rosenberg, 2110 4<sup>th</sup> Street, Rosenberg, TX 77471 (832-595-3323) – [volunteer@ci.rosenberg.tx.us](mailto:volunteer@ci.rosenberg.tx.us)